

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 10D0TC

15 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER (CRTC)
OPERATIONS GROUP COMMAND)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 10

Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Operations Group Command function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC Operations Group Command function. This standard applies to the Alpena, Gulfport, Savannah and Volk Field CTRCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/ Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

1. STANDARD DATA:

1.1. Approval Date. 15 September 2004.

1.2. Man-hour Data Source. A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation. $Y = 1$ (Constant Manpower)

1.4. Points of Contact:

1.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four 10-hour days per week to eight 9-hour days and one 8-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools.*

Abbreviations and Acronyms

AETC - Air Education and Training Command

AF - Air Force

AFSC - Air Force Specialty Code

ACTS - Air Combat Training System

AF - Air Force

AFMAN - Air Force Manual

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CRTC - Combat Readiness Training Center

FAA - Federal Aviation Administration

IG - Inspector General

MEP - Management Engineering Program

RAPCON - Radar Approach Control

TDY - Temporary Duty

POD - Process Oriented Description

Terms

Air National Guard Manpower Standard (ANGMS)--A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

Man-hour--A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard--The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern--Constant manpower.

Process Oriented Description--A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION

A2.1. Combat Readiness Training Center (CRTC) Command Table. Table A2.1., is a Listing of Functional Processes.

Table A2.1. Combat Readiness Training Center (CRTC) Command Table.

1	MANAGEMENT:
1.1.	ESTIMATES PROGRAM REQUIREMENTS:
1.1.1.	MANAGES FACILITY. Directs planning, review for and determination of operations facility requirements. Ensures compliance with applicable regulations. Identifies planning requirement. Directs work center or personnel. Reviews and evaluates facility plan or proposal. Oversees acquisition and implementation process. Makes facility assignment decision.
1.1.2.	MANAGES RESOURCE, SUPPLY, OR EQUIPMENT. Directs planning review and use of equipment. Makes and approves equipment acquisition decision. Reviews and approves subordinate work center equipment request. Plans and establishes internal policy, practices, or procedures.
1.1.3.	MANAGES SUBORDINATE PERSONNEL. Directs utilization of personnel or staff. Informs subordinate of policy, practice, or procedural change affecting individual or organizational status. Counsels employee, interviews, and selects employee. Develops criteria, evaluates personnel performance, prepares/indorses officer/enlisted evaluation, prepares Selective Reenlistment Program consideration, and manages employee recognition program. Evaluates contractor performance. Participates in Labor Relations Program, Equal Opportunity Program, or other human resource management program. Participates in problem solving and takes required actions.
1.1.4.	MANAGES/OVERSEES ACTIVITY. Assigns work, establishes work priority; schedules personnel for participation in personnel mobility or contingency exercise or rotation; schedules personnel for shift work, overtime work, detail, leave, pass and compensatory time off; oversees work in progress to ensure compliance with directive, quality standard, fire, safety, or security regulation; ensures supply discipline, care of equipment and facility; and gives verbal instruction to subordinate.
1.1.4.1.	REVIEWS AND COORDINATES UNFUNDED REQUIREMENT JUSTIFICATION. Prepares justification for unfunded requirement submittal and forwards to appropriate agency.

1.1.4.2.	COORDINATES AND PROVIDES TECHNICAL GUIDANCE. Coordinates with immediate supervisor on normal and exceptional condition affecting subordinate work center; coordinates with and provides technical guidance to higher headquarters and other organization/agency; obtains information or assistance from external source to aid in management (includes serving as advisor to reviewing official).
1.1.4.3.	STAFFS CONGRESSIONAL INQUIRY. Staffs Congressional Inquiry and forwards to appropriate agency.
1.1.4.4.	PROVIDES FUNCTIONAL OVERSIGHT:
1.1.4.4.1.	OVERSEES AIRFIELD MANAGEMENT ACTIVITY.
1.1.4.4.2.	OVERSEES SCHEDULING ACTIVITY. Oversees scheduling of all airspace including ranges. Coordinates and conducts tours of all facilities including drop zone operations facility and Air Combat Training System (ACTS).
1.1.4.4.3.	OVERSEES SECURITY FORCES ACTIVITY. Supervises on-scene activity. Advises and coordinates with local Commander in formulating and enforcing policy and procedure for the security of priority resources, law enforcement, and the elimination of conditions which adversely affect the security of priority B and C resources on the installation.
1.1.4.4.4.	OVERSEES EXERCISE PLANNING.
1.1.4.4.5.	OVERSEES THE AIR-TO-GROUND GUNNERY RANGE.
1.1.4.4.6.	OVERSEES AIR TRAFFIC CONTROL, TO INCLUDE THE TOWER AND RADAR APPROACH CONTROL (RAPCON).
1.1.4.4.7.	OVERSEES COMMUNICATIONS ACTIVITY.
1.1.4.4.8.	OVERSEES ACTS. Oversees overland/overwater ranges.
1.1.5.	MANAGES TRAINING PROGRAM. Directs planning, review, and determination of training requirement. Reviews training status and makes decision related to training management.
1.1.6.	COORDINATES WITH OUTSIDE AGENCY. Coordinates with major commands, numbered Air Forces, military unit commanders, and their respective staffs on matters of policy, facilities, requirements, and logistics. Coordinates and monitors support services of other military agencies such as airspace, weather, and communications including base support to these functions.
1.1.7.	EVALUATES OPERATIONS ACTIVITY. Visits activity to observe conditions and evaluates capabilities, performance and requirements.

1.1.8.	MANAGES FINANCIAL REQUIREMENT. Reviews budget estimate; coordinates budget planning; assesses requirement; and submits budgetary requirements. Manages utilization of allocated funds.
1.2.	REVIEWS INCOMING DISTRIBUTION. Review incoming communication for information, necessary action, and routing.
1.3.	REVIEWS OUTGOING DISTRIBUTION. Review outgoing communication for completeness, accuracy of control and coordination; signs and dispatches.
1.4.	REVIEWS REPORT OR STATISTICAL DATA. Analyzes report, statistical data, and management product. Evaluates work center status to identify exception, trend, or condition requiring management attention.
2.	TECHNICAL ASSISTANCE:
2.1.	PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides advice on subject relating to operations development, equipment requirement, maintenance priority, or other management problem. Assists in the planning, organizing, coordinating and managing of the operations complex.
2.2.	PROVIDES PERSONNEL MANAGEMENT ADVICE. Provides advice on recommended personnel selection. Counsels personnel and recommends necessary action to resolve problem or complaint. Advises the higher authority on matters relating to personnel welfare or morale.
2.3.	PROVIDES LIAISON BETWEEN STAFF AND MANAGEMENT. Provides a communicative channel to subordinate management personnel by visiting work center, observing condition and activity, and conversing with personnel. Informs staff of change affecting personnel or operation by means of written notice or personal contact.
2.4.	RECEIVES VISITING OFFICIAL. Receives and escorts official visitor. Arranges billeting, transportation, and/or tour through facility. Aids visiting official in accomplishing mission.
3	SPECIAL PLANNING OR SCHEDULING:
3.1.	PREPARES FOR INCOMING UNIT TRAINING. Provides operational training support to visiting units during deployment.
3.2.	COORDINATES APPROPRIATE ACCOMMODATIONS. Coordinates billeting and training accommodations for incoming units.
3.3.	PERFORMS OVERSIGHT ON SUBORDINATE UNIT PROGRAM. Makes staff visit to subordinate unit and evaluates capability. Reviews data and gives direction/advice to improve procedure/performance.
4.	BASE SUPPORT MANAGEMENT:
4.1.	JUSTIFIES TEMPORARY AND STATE EMPLOYEE REQUIREMENT.
4.2.	REVIEWS AND APPROVES THE CRTC IN-FLIGHT GUIDE AND LOCAL FLYING REGULATION. Briefs aircrew prior to flying in CRTC's airspace.

4.3.	PROVIDES OVERSIGHT OF DEPLOYED AND LOCAL AREA UNIT TRAINING SUPPORT. Coordinates annual scheduling of deployed units.
4.4.	SUPERVISES BASE SECURITY PROGRAM.
4.5.	PERFORMS AS FLYING SAFETY OFFICER AS REQUIRED.
5.	AIRPORT DISASTER PREPAREDNESS COMMITTEE:
5.1.	SCHEDULES AND CONDUCTS ANNUAL "TABLE TOP" DISASTER DRILL.
5.2.	SCHEDULES AND CONDUCTS ANNUAL FULL-SCALE DISASTER DRILL.
5.3.	PARTICIPATES AS MEMBER OF THE ON-SCENE DISASTER CONTROL GROUP. Travels to incident/accident location and coordinates airfield operation as required.
6.	AIRSPACE MANAGEMENT:
6.1.	RECEIVES AND PROCESSES COMPLAINT:
6.1.1.	RECEIVES AIRCRAFT NOISE COMPLAINT.
6.1.2.	PROCESS AIRCRAFT NOISE COMPLAINT.
6.1.3.	INVESTIGATES COMPLAINT.
6.1.4.	DOCUMENTS FINDING.
6.1.5.	FORWARDS AND FILES FINDING.
6.2.	ESTABLISHES AND MAINTAINS OPERATIONAL READINESS INSPECTION STANDARDS.
6.3.	COORDINATES WITH DIRECTORATE. Coordinates with base directorate to establish, maintain, and revise item as standard of operation for the CRTC.
6.4.	COORDINATES WITH INSPECTOR GENERAL (IG). Coordinates with IG to establish, maintain, and revise items as standards of operation for the CRTC.
7.	BRIEFING, CONFERENCE, OR MEETING. Attends or conducts briefing, conference, or meeting. Gathers information, organizes reference material, and attends/conducts briefing, conference, or meeting. Establishes/conducts board or council.
7.1.	PREPARES FOR BRIEFING, CONFERENCE, OR MEETING. Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.
7.2.	CONDUCTS OR ATTENDS BRIEFING, CONFERENCE, OR MEETING. Conducts or attends meeting and returns to work area.
8.	TRAVEL:
8.1.	PERFORMS TEMPORARY DUTY (TDY) TRAVEL.

8.2.	PERFORMS LOCAL AREA TRAVEL. Travels to appropriate agency within the local area.
9.	LOCAL AREA AIRPORT SUPPORT:
9.1.	COORDINATES WITH LOCAL AREA AIRPORT MANAGER. Coordinates with local area airport manager on issues concerning the airport and its facilities.
9.2.	COORDINATES WITH LOCAL AREA AIRPORT TENANT.
9.3.	COORDINATES WITH FEDERAL AVIATION ADMINISTRATION (FAA) ON AIRSPACE AND VIOLATIONS OF AIRSPACE.
10.	CONFERENCE SUPPORT. Provides conference support. Provides tour, briefing, demonstration, transportation, billeting, and food support for on- and off-base activity.
11.	AIRFIELD SUPPORT. Provides airfield support for local users.

A2.2. INDIRECT. . Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Operations Group Commander	Operations Commander	010C0	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.